

CALIFORNIA ARMY NATIONAL GUARD  
FULL TIME NATIONAL GUARD DUTY FOR OPERATIONAL SUPPORT (FTNGDOS)  
ANNOUNCEMENT

1. **TOUR NUMBER:** ITF 2012-002
2. **POSITION AVAILABLE:** 11 positions; Reviewer (Audit), Settlement NCO, Production
3. **GRADE:** E-4 to E-6
4. **ASSIGNMENT:** Army Headquarters Incentives Task Force
5. **DUTY LOCATION:** Mather Field, Mather, CA
6. **EFFECTIVE DATE:** 27 August 2012
7. **CLOSING DATE:** Open until Filled
8. **PERIOD:** Not to exceed two years. Future extensions will be based on performance, the availability of funds, and the “1,095 cumulative days (three years) in the previous 1,460 days (4 years)” rule, as referenced in paragraph 11 below.
9. **MOS:** IMMATERIAL
10. **JOB DESCRIPTION:**

REVIEWER (AUDITOR), SETTLEMENT SPECIALIST, PRODUCTION SPECIALIST

- a. Read and understand current and historical policies.
  - b. Analyzes legal contracts to assess the validity of the contracts.
  - c. Analyzes eligibility criteria for bonuses and other incentive programs, using current and historical policies.
  - d. Examines multiple sources of information to include pay and iPERMs records, in order to locate substantiating data, records and documentation or to determine no such data exists.
  - e. Makes determinations of eligibility and legality of contracts and or any incentives received.
  - f. Assist Soldiers with appeals and the appeals process.
  - g. Respond promptly to Soldier inquiries either electronically or by telephone.
  - h. Record details of inquiries, comments and complaints and actions taken.
  - i. Must have knowledge and experience with Microsoft Office and database programs.
  - j. Performs other duties as assigned.
11. **PERSONNEL ELIGIBLE TO APPLY:**

Members of the California Army National Guard who:

- a. Have a SECRET clearance.
- b. Have no flags, bars to reenlistment, or any other suspension of favorable personnel actions.

- c. WILL NOT accrue (or have currently reached) more than 17 years of active service due to this duty.
- d. Are currently deployable (must NOT be Medically Non Deployable (MND)).
- e. Taken and passed and the Army Physical Fitness Test within 6 months of start date.
- f. Must be within reasonable commuting distance of the assigned duty station. The HOR on PQR will be used to determine commute distance. 100 miles ROUND TRIP will be used by G3 as a base line for determining reasonable commute. Per diem and other travel costs associated with FTNGDOS is not available, regardless of commute distance.
- g. Have not served on any combination of Active Duty Operational Support (ADOS) and Full time National Guard Duty for Operational Support (FTNGD-OS) for more than 1,095 cumulative days (three years) in the previous 1,460 days (4 years). This is a "rolling four-year window" which looks back at the most recent 1,460 days, unless a waiver is approved by DA ARNG. Military service performed in other components is not counted.
- h. Duty will not cause Soldier to exceed 2190 days (six yrs) of "continuous" active service (AS), to include service in other components, FTNGD-OS, ADSW, etc. Must have a 31 day break in service and or has not served four continuous years AS to be eligible for duty.

## 12. ADDITIONAL QUALIFICATIONS/SKILLS/REQUIREMENTS:

- a. All applicants will have to pass an incentives record background check (internal to CA ARNG) in order to be selected for a position on the Task Force.
- b. Meet with and pass an interview with the Task Force Commander.
- c. Meet Army physical fitness and uniform standards.
- d. Be of high moral and ethical standards, possess good written and verbal skills, and be a motivated, team oriented, self starter.
- e. If selected, females must provide a negative pregnancy test verification memorandum within 15 days of order start date or tour renewal. Memorandum must state, "not pregnant" and include the date of the pregnancy test. The unit will monitor this requirement and immediately notify the G3 if the results are positive. If orders have been published the order will be amended and will not exceed 29 days.

## 13. APPLICANT MUST SUBMIT, at a minimum, the following documents and meet all applicable criteria:

- a. Personal Resume indicating both present and past military and civilian experience, as well as knowledge or skills that indicate a fit for the position.
- b. DA 1058-R Completed and Signed
- c. MEDPROS IMR printout with current PHA listed (within 12 months of start date). Human Immune-deficiency virus (HIV) screen must have been taken within 2 years of order start date. HIV must show "GREEN."
- d. DA Form 705 within six (6) months (Must be a certified true copy and show passing score).
- e. Commander's height and weight statement (enclosed) showing Soldier meets standards of AR 600-9 completed in the current month. If selected, statement must be within 15 days of appointment date.
- f. Retirement Point Accounting System (Current RPAS).
- g. Personal Qualification Record (PQR) showing current home of record.

14. SUBMIT APPLICATION (with all required documentation/certificates) by email to SGT Shane Isaacs at [shane.isaacs@us.army.mil](mailto:shane.isaacs@us.army.mil) or by mail to Department of the Army, Headquarters, California Army National Guard, ATTN: SGT Shane Isaacs, Box #65, 9800 Goethe Road, Sacramento, CA 95826-9101
15. SELECTING SUPERVISOR: Commander, Incentives Task Force.
16. Point of contact for this announcement is SGT Shane Isaacs at 916-854-1467.

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MICHAEL S. PIAZZONI  
LTC, FC, CAARNG  
Commanding